

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30				1. REQUISITION NUMBER W68MD9-4334-6321		PAGE 1 OF 45	
2. CONTRACT NO. W912DW-05-P-0089		3. AWARD/EFFECTIVE DATE 14-Jan-2005		4. ORDER NUMBER		5. SOLICITATION NUMBER W912DW-05-Q-0014	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME PATRICIA A ORTIZ				b. TELEPHONE NUMBER (No Collect Calls) 206-764-3516	
9. ISSUED BY USA ENGINEER DISTRICT, SEATTLE ATTN: CENWS-CT 4735 EAST MARGINAL WAY SOUTH SEATTLE WA 98134-2329 TEL: 206-764-3772 FAX: 206-764-6817		CODE W912DW		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 561790 SIZE STANDARD:500		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO ALBENI FALLS PROJECT OFFICE 2376 HIGHWAY 2 EAST OLDTOWN ID 83822-9243		CODE G3R0A00		16. ADMINISTERED BY USA ENGINEER DISTRICT, SEATTLE PATRICIA ORTIZ PH: 206-764-3516 FAX: 206-764-6817 PATRICIA.A.ORTIZ@US.ARMY.MIL SEATTLE WA			
17a. CONTRACTOR/OFFEROR FOSTER, DANIEL AND BEVERLY DAN/BEV FOSTER 111 JOSHUA CT AUBURNDALE FL 32754-5404 TEL. 321-269-9103		CODE 3C0B4		18a. PAYMENT WILL BE MADE BY US ARMY CORPS OF ENGRS FINANCE CENTER CEFC-AO-P 901-874-8556 5722 INTEGRITY DRIVE MILLINGTON TN 38054-5005			
FACILITY CODE							
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		SEE SCHEDULE					
25. ACCOUNTING AND APPROPRIATION DATA See Schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$13,325.00	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
				Elaine M Ebert		25-Jan-2005	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) ELAINE M EBERT / CONTRACTING OFFICER TEL: (206) 764-3638 EMAIL: elaine.m.ebert@usace.army.mil			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)					PAGE 2 OF 45	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE					
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____						
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE				32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
				32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		37. CHECK NUMBER	
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY				
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)			
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			41c. DATE			
			42b. RECEIVED AT (Location)			
42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS				

Section SF 1449 - CONTINUATION SHEET

NOTES

Point of Contacts at the Park:

Gary Bond: (208) 437-3133 EXT 223

Linda Lamb: (208) 437-3133 EXT 226

Contracting Officer's Representative is Mr. Gary Bond

FAR Clause 52.245-4 Government Furnished Property is hereby incorporated into this Purchase Order. Acquisition Value of the Utility Vehicle is \$4,621.00.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	Lump Sum	\$13,325.00	\$13,325.00

BASE PERIOD: 9 MAY 2005 –27 SEPTEMBER 2005

FFP

Riley Creek Recreation Area Fee/Custodian Park Attendant BASE YEAR. 92 ½ day contract, plus 10 extra days if needed, for the period of 09 May 2005 through 27 Sep. 2005. In accordance with the attached Scope of Work.

QUANTITY	UNIT	UNIT PRICE(per day)	AMOUNT
92	Day	\$ <u>130.00</u>	<u>\$11,960.00</u>
½	Day	\$ <u>65.00</u>	<u>\$ 65.00</u>
10	Day	\$ <u>130.00</u>	<u>\$ 1,300.00</u>

PURCHASE REQUEST NUMBER: W68MD9-4334-6321

	NET AMT	\$13,325.00
ACRN AA Funded Amount		\$13,325.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Lump Sum	\$13,325.00	\$13,325.00

1ST OPTION YEAR 8 MAY 2006 – 26 SEPTEMBER 2006
FFP

Riley Creek Recreation Area Fee/Custodian Park Attendant **FIRST**
OPTION YEAR. 92 ½ day contract, plus 10 extra days if needed, for the
period of 08 May 2006 through 26 Sep. 2006. In accordance with the
attached Scope of Work.

QUANTITY	UNIT	UNIT PRICE(per day)	AMOUNT
92	Day	\$ <u>130.00</u>	<u>\$11,960.00</u>
½	Day	\$ <u>65.00</u>	<u>\$ 65.00</u>
10	Day	\$ <u>130.00</u>	<u>\$ 1,300.00</u>

PURCHASE REQUEST NUMBER: W68MD9-4334-6321

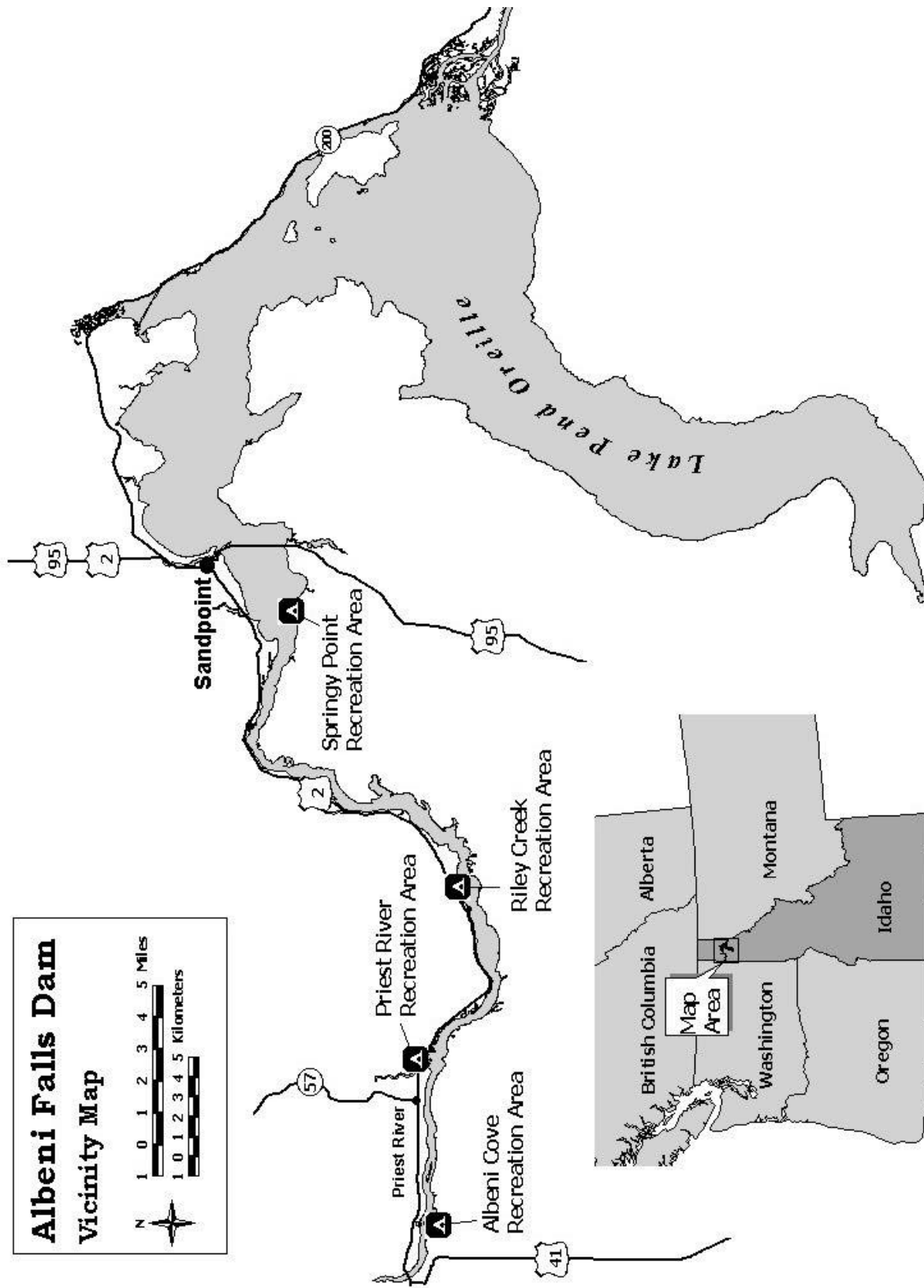
ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		1	Lump Sum	\$13,325.00	\$13,325.00

2ND OPTION YEAR 7 MAY 2007 – 25 SEPTEMBER 2007
FFP

Riley Creek Recreation Area Fee/Custodian Park Attendant **SECOND**
OPTION YEAR. 92 ½ day contract, plus 10 extra days if needed, for the
period of 07 May 2007 through 25 Sep. 2007. In accordance with the
attached Scope of Work.

QUANTITY	UNIT	UNIT PRICE(per day)	AMOUNT
92	Day	\$ <u>130.00</u>	<u>\$11,960.00</u>
½	Day	\$ <u>65.00</u>	<u>\$ 65.00</u>
10	Day	\$ <u>130.00</u>	<u>\$ 1,300.00</u>

PURCHASE REQUEST NUMBER: W68MD9-4334-6321



Section A

SCOPE OF WORK**1. GENERAL**

1.1 WORK PERIOD. Work under this contract shall be required during the period:

See Calendars.

The contracts for Riley Creek Fee, Riley Creek Fee/Custodian, Riley Creek Custodian and Albeni Cove Fee/Custodian are for 1 base year plus 2 option years.

1.1.1 OPTION TO EXTEND THE TERM OF THE CONTRACT SERVICES.

The Government will be using Option Year Contracts for the Park Attendant positions at Albeni Falls Dam. Each Park Attendant position consists of one base year and two option years. Contractors receiving awards are committed for three years. The Government will notify each contractor in writing (preliminary letter of intent) within 60 Days after completion of each camping season of it's intent to award the option year for the next one-year period or it's intent not to award that option year. The Government reserves the right to award the options or not. If extended, the option year is awarded via the issuance of a modification increasing the funding of the contract by the amount of the next option year.

1.2 WORK DAYS. The Park Attendant shall maintain 24-hour availability at contracted campground at Albeni Falls, except for days off, according to attached schedules, by at least one Attendant. The Contracting Officer (CO) may request or direct changes to the schedule to meet changing operational needs.

1.2.1 DAYS OFF. End of duty on scheduled days off starts at 7:00 AM on first scheduled day off and ends at 7:00 AM on first scheduled day back to work. There are no days off during the first week of training. See Site Specific Specifications for schedule.

1.3 WORK LOCATION. Work shall be performed at these locations located on Lake Pend Oreille in Bonner County, Idaho.

- a. Albeni Cove Recreation Area, approximately 3 miles east of Newport, Washington.
- c. Riley Creek Recreation Area, approximately 1 mile southwest of Laclede, Idaho.

1.4 SCOPE OF WORK.

Section A. The Albeni Cove Fee/Custodian Park Attendant shall perform a number of tasks associated with operating the recreation area facilities, including park inspection and surveillance, janitorial work at the restroom buildings, litter collection, refuse collection, campsite and picnic site cleanup, miscellaneous custodial and grounds cleanup duties, camper registration and fee collection, visitor assistance and providing information, ranger assistance, administrative duties, opening and locking park entrance gates, water testing, etc.

The Riley Creek Fee/Custodial Park Attendant contract is a unique contract. The contractor shall perform fee duties only during the days they are relieving the Riley Creek Fee Park Attendant and only perform custodial duties while relieving the Riley Creek Custodial Park Attendant. (See calendar for dates and site-specific information for exceptions) The Park Attendant shall perform a number of tasks associated with operating the recreation area facilities, including park inspection and surveillance, janitorial work at the restroom buildings, litter collection, refuse collection, campsite and picnic site cleanup, miscellaneous custodial and grounds cleanup duties, camper registration and fee collection, visitor assistance and providing information, ranger assistance, administrative duties, opening and locking park entrance gates, water testing, etc.

The Fee Park Attendant shall perform a number of tasks associated with operating the recreation area facilities, including park inspection and surveillance, litter collection, camper registration, fee collection, making reservations, visitor assistance and providing information, ranger assistance, administrative duties, opening and locking park entrance gates, etc.

The Custodial Park Attendant shall perform a number of tasks associated with operating the recreation area facilities, including park inspection and surveillance, janitorial work at the restroom buildings, litter collection, refuse collection, campsite and picnic site cleanup, miscellaneous custodial and grounds cleanup duties, visitor assistance and providing information, ranger assistance, administrative duties, water testing, etc.

1.5 SAFETY STANDARDS. All work is required to be performed in accordance with safety requirements set forth in the Corps of Engineers Manual, EM 385-1-1, 3 November 2003, entitled "Safety and Health Requirements Manual" and supplements thereto, copies of which will be provided to the Park Attendant. All Park Attendant furnished equipment and materials to be used in performance of the contract will be inspected and/or approved by the Government. Park Attendant equipment not in conformity with the requirements of this contract shall not be used in the performance of the work. The Park Attendant shall operate and maintain the recreation area facilities so as to provide the best possible conditions for safe use by visitors. Use of the Government provided first aid kits or fire extinguishers shall be reported immediately to the COR or designated representative for refilling by the Government. First aid kits and fire extinguishers are available for emergency use in each restroom building and Park Office. The Park Attendant shall immediately report to the COR or designated representative any unusual and/or potentially hazardous conditions or facilities requiring maintenance or repair which are observed during the performance of work. These reports are required to include the specific locations of the hazard and the nature of the problem or deficiency. Material Safety Data Sheets (MSDS) will be available at the worksite for Government furnished materials. All waste products and containers shall be disposed of in accordance with the applicable MSDS.

1.6 ACCIDENTS. The Park Attendant shall notify the COR or designated representative immediately of any damage to Government and private property as well as injury to any person resulting from his operations. In the event that an accident or injury should occur on Government lands, the Park Attendant shall immediately notify the appropriate local emergency service organization and the COR or designated representative. The Park Attendant shall make a written report of each separate case of an injury or accident. These reports shall include, but not be limited to, location, nature of the injury or accident, authorities notified, and the action taken along with any other pertinent information. These reports should be accompanied by sketches and or photographs, if possible, and forwarded to the COR within 1 working day.

1.7 INSPECTION OF WORK AND NOTIFICATION OF CONTRACT DEFICIENCIES. Work will be closely inspected on a regular basis by the COR/Park Rangers and either a verbal or written notice of deficiencies to be corrected will be given to the Park Attendant as needed. Upon receipt of official notification of deficiency in service, the Park Attendant shall immediately correct the deficiency and/or take steps to prevent recurrence of the deficiency. If the Park Attendant fails or refuses to comply, the Contracting Officer (CO) may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop order shall be made subject to claim or extension of time, or for excess costs or damages by the Park Attendant. Failure to correct reported deficiencies may be cause for default termination. No inspector is authorized to change any provision of the specifications. Changes to the specifications will only be authorized by modification signed by the CO.

1.7.1 DEDUCTIONS FOR UNSATISFACTORY WORK. Deductions from the Park Attendant's scheduled earnings shall be made for services that are found to be unsatisfactory. Deductions for unsatisfactory service shall be made in accordance with the following procedures.

a. Each service found unsatisfactory and re-performed by the Park Attendant: No deduction.

b. Each service found unsatisfactory and performed by the Government: The Government cost for performing the work will be deducted from the Park Attendants earnings for that day. The per-day unit price will apply and deductions will not exceed the daily unit price.

1.8 PARK ATTENDANT'S FAILURE TO PERFORM. During the progress of the contract, if it becomes apparent that the Park Attendant is unable or unwilling to perform the work in accordance with the contract specifications, he shall acquire additional supplies, equipment, and personnel as may be required to insure that the work is accomplished. If any work performed hereunder is not in conformity with the requirements of this contract, the Government shall have the right to require the Park Attendant to immediately take all necessary steps to insure future performance of the services is in conformity with the requirements of the contract. The Government shall have the right to either (1) by Government personnel, contract, or otherwise have the work performed in conformity with the contract requirements (at the Park Attendants expense) or (2) terminate this contract for default as provided in the clause of this contract entitled "Termination for Default".

1.8.1 The CO in the event of theft or misappropriation of Government property or funds may terminate this contract.

1.8.2 All complaints from the using public concerning the Park Attendant's operation or personnel will be investigated by the COR. If these complaints are found to be valid and the actions of the Park Attendant found to be in violation of the terms and conditions of the contract, the COR will notify the Park Attendant, requesting that corrective action be taken. Failure to correct the condition may result in default termination.

1.8.3 The Park Attendant is expected to perform throughout the contract period. If the Park Attendant fails to perform the terms of the contract, the contract may be terminated. In the event of termination, the Park Attendant may be liable for all procurement costs to the Government.

1.9 PAYMENTS.

1.9.1 SUBMISSION OF INVOICES AND MONTHLY MEETINGS. The Park Attendant is required to submit 1 original invoice and 3 copies each month showing the contract number, item numbers, and description of work, quantities, unit prices, and total prices to USACE Finance Center, CEFC-AO-P, 5720 Integrity Dr., Millington, TN 38054-5005. The Park Attendant shall submit 1 info copy to the COR. The Park Attendant shall meet with the COR at the Albeni Falls Project Office on a monthly basis, to review the past month's work performance, to discuss planned work for the upcoming month, and for additional training. The Park Attendant will be paid only for full workdays for the term of the contract, with the exception of the final day of the contract for which the Park Attendant will be paid their half-day price. **NOTE: Park Attendant should have sufficient funds available to meet personal and contractual needs for the first 90 days of the contract.**

1.9.2 BASIS OF PAYMENT. Payments will be made only for actual service days satisfactorily completed and accepted under this specification. Separate payments will not be made for time spent in planning, mobilizing, or performing administrative work. Payments will not be made for any work performed which is not satisfactorily completed in conformance with contract specifications.

1.10 CHANGES FOR THE CONVENIENCE OF THE GOVERNMENT. During the contract period, it may be necessary to close the recreation area due to maintenance, repairs, change in public visitation, or other unforeseen circumstances. In the event any of these actions occur, the Park Attendant will be notified in writing as soon as possible with the understanding that the Park Attendant shall resume contracted services when deemed suitable by the CO or his/her authorized representative. Any reductions in the number of days worked will result in a reduction in the total contract amount. The contract may be reduced by the "Price per day" unit for every day not worked.

1.11 RESIDENCY REQUIREMENTS. The Park Attendant shall furnish, and for the duration of the contract, reside in a fully operable, well-maintained, "self-contained", recreational vehicle (RV) of sufficient size (42 ft. maximum for Riley Creek Rec. Area)(38' maximum for Albeni Cove Rec. Areas) to serve as temporary living quarters at a site provided by the Government in the campground. For the purposes of this contract a self-contained RV is defined as a travel trailer, motorhome, or fifth wheel trailer, which may be "lived in" without any electrical, water, or sewage hookups. The unit must have a potable water and waste water system, bathing facilities, cooking facilities, and appropriate food storage facilities. Pickup (shell-type) canopies, pop-up tent trailers, tents, mobile homes, converted school buses, or any other types of recreation vehicles which do not meet general size requirements or the "self-contained" classification as determined by inspection of the COR will not be acceptable. The Park Attendant shall be responsible for supplying all material and labor for hooking up the RV to existing water, sewer, and electric lines at the Government-furnished site. In addition, the Park Attendant shall provide and maintain a fully operable vehicle, which can be operated independently of the RV, for the purpose of personal or contract related transportation or local travel. The Park Attendant shall maintain the residence camp pad area in a clean and sanitary condition. Refuse shall be deposited in the dumpsters provided and serviced by others. Security of the Attendant's living quarters and all personal and Government-furnished property shall remain the Park Attendant's responsibility throughout the duration of the contract. The Government accepts no responsibility for, nor will it be liable for, damage or theft occurring to the Park Attendant's property. The Park Attendant shall be subject to all current regulations and policies governing the public use of lands and waters of the project except those that are specifically waived under this contract. Pens, kennels, corrals, cages, or similar facilities for pets or raising animals are prohibited. All acceptable pets of the Attendants shall be confined on a leash of six (6) feet or less in length when outside the RV. Pets are not permitted to accompany personnel while on duty. Any pets determined by the COR to be detrimental to public safety or public enjoyment of the park shall be removed from the park by the Park Attendant within 24 hours of such notification. "Guard" type or other "unfriendly" or noisy dogs are prohibited. New vegetation shall not be planted, and existing vegetation shall not be disturbed. **The Park Attendant shall not possess firearms, ammunition, or fireworks in the recreation area or residence at any time.**

1.12 PARK ATTENDANT PERSONNEL.

1.12.1 WORKERS. Two individuals are necessary and shall be required to meet the work requirements under this contract. Each individual must be physically and mentally capable of performing all tasks required in this contract.

1.12.2 APPEARANCE. All Park Attendant personnel shall maintain a clean, neat, and well-groomed appearance while on duty. The required dress shall be pants, shorts, or skirt with Government issued golf shirt. Safe footwear must be worn when on duty. Sandals and/or thongs are not permitted. Government issued identification markings shall be worn when on duty during each workday for proper identification.

1.12.3 CONDUCT AND ATTITUDE. Park Attendant personnel shall greet and deal with all visitors and project staff in a professional manner. Tact, diplomacy, and courtesy shall be exercised in all dealings with the public and project personnel. Park Attendants shall not consume alcoholic beverages while on duty. Park Attendants shall promote a favorable image of the Corps of Engineers through their personal appearance and actions, and provide willing assistance to park visitors in a courteous manner. Failure to comply with this requirement is grounds for termination. Any information sought or questions posed by visitors, which cannot be appropriately answered by the Attendants, shall be referred to a Corps Ranger for handling as soon as possible. Negative comments about the project, its personnel or policies to the general public will not be tolerated. Park Attendant personnel shall fully cooperate with Corps employees who are assigned duty in the recreation area and also with others who have contracts with the Corps of Engineers. Final decision as to proper appearance, conduct, and attitude will be determined by the COR in accordance with the statement of work.

1.12.4 ABSENTEEISM. At no time shall the Park Attendant leave the park unattended on Fridays, Saturdays, Sundays, holidays, during any scheduled hours of Park Office operation, or any workday from 10 PM to 7 AM. During other times of the week, excluding the Park Attendant's day(s) off, short periods of absence (2 or 3 hours) are acceptable provided that the COR or designated representative is notified prior to the absence and that all work is completed or can be accomplished when the Park Attendant returns. Longer periods of absence are possible if the Park Attendant provides a temporary attendant who is approved by the COR and is covered by the necessary insurance. NOTE: Approval of temporary attendants shall be based on a

personal interview. At the interview the prospective temporary attendant must demonstrate a competent knowledge of the rules, policies, and procedures required to do the job. Training shall be the responsibility of the Park Attendant.

1.13 VEHICLES.

1.13.1 PARK ATTENDANT VEHICLES. The Park Attendant shall provide and maintain a fully operable vehicle, which can be operated independently of the RV. This vehicle shall be used for personal transportation, and any contract related work inside or outside of the park. This includes transportation to and from the orientation meeting, monthly meetings, and other training meetings conducted at the Albeni Falls Project Office. In order to keep proper control of vehicles in the work area, Park Attendant vehicles shall display identification markings provided by the Government. Vehicles including motorbikes must be equipped, licensed, and operated in compliance with applicable Idaho State laws governing safety, pollution control, licensing, and operation. The Park Attendant's privately-owned vehicles shall be parked in existing parking areas and in designated work areas at locations approved by the COR. Existing access roads shall be kept open to traffic at all times. The Park Attendant is not authorized to obstruct or delay use of roads by the general public or other Park Attendants. At least one lane of through traffic shall be maintained. **Park Attendant vehicles shall be operated only on existing surfaced roads, in accordance with applicable rules and regulations. Use of vehicles on lawn areas is prohibited except in emergency cases.**

1.13.2 UTILITY VEHICLES. Park Attendants are allowed to operate bicycles, mopeds, motorcycles, golf carts and other utility turf type vehicles within the recreation area as long as they are equipped, licensed, and operated in compliance with applicable Idaho State laws governing safety, pollution control, licensing and operation. Unlicensed vehicles including, but not limited to, ATV's (three or four wheeled), dirt bikes, and similar vehicles are not permissible for use in the park.

1.13.3 GOVERNMENT-FURNISHED UTILITY VEHICLE. The Government may furnish utility vehicles (Club Car) for use by the Park Attendant when performing contract work in the recreation area as specified below.

(a) These vehicles will NOT be available for use by the Park Attendant on a full time basis. **The utility vehicles will not be available for use by any Park Attendant when it is needed by Corps personnel, or is undergoing service or repairs.** The Park Attendant is in no way relieved of any requirements of this contract when the utility vehicle is not available for any duration or for any reason.

(b) These vehicles shall not be operated outside of the recreation area or used for personal business. Park Attendant and Government employees only shall use these vehicles. **They shall not be used to transport the visiting public, friends, or relatives.**

(c) These vehicles shall only be operated on designated roadways, gravel pads and on lawn areas as required in performance of contract work. When on designated roadways these vehicles shall obey all traffic rules and regulations.

1.14 SUPPLIES AND EQUIPMENT.

1.14.1 PARK ATTENDANT-FURNISHED SUPPLIES AND EQUIPMENT. The Park Attendant is required to provide the following supplies and equipment:

Approved self-contained temporary living quarters

Separate vehicle and fuel

Park Attendants performing Fee Collection duties:

Cash Change Fund (At least \$150.00 is required)

Postage and envelopes

Cashier's checks or money orders

1.14.2 GOVERNMENT-FURNISHED PROPERTY. Property to be furnished by the Government is identified below: Site for self-contained living quarters with electrical, water, local telephone utilities for performance of work and sewer hookups. Two-way radio communication equipment. Administrative supplies - forms, reports, office supplies, handout materials, etc. Custodial supplies and materials - garbage bags, litter bags, toilet paper, paper towels, sanitary napkin disposal bags,

cleaning agents, cleaning supplies, gloves, light bulbs, etc. Hand tools - wheelbarrow, shovels, rakes, brooms, level, ladder, etc. Chlorine test kits. Uniform, Vehicle identification markings and keys. Fee Collection materials - Computer, Fee Books, Golden Age Passports, Golden Access Passports, car passes, boat trailer passes, vault for fees collected, calculator, credit card machine.

(a) Government-furnished property will be transferred to the Park Attendant and made available at the work site. While in the possession of the Park Attendant, the Park Attendant is accountable for Government-furnished property. Expendable items, materials and supplies should be used up in the performance of work identified in the contract. Unused expendable items will be returned to the Government upon completion or cancellation of the contract. Non-expendable items, equipment, tools and facilities shall be retained by the Park Attendant as specified in the contract, and returned to the Corps upon completion of use or as otherwise specified. The Park Attendant shall be liable for loss or damage to Government-furnished property or for expenses incidental to such loss or damage when such loss or damage results from willful misconduct, negligence, or failure to use Government-approved operating procedures. Normal wear and tear will be allowed for by the Government based upon examination at the time of return of Government-furnished property. Failures, breakdowns, required maintenance or repairs, losses, damage, shall be reported immediately to the COR. Needed repairs will be performed or coordinated by Corps personnel.

(b) The Park Attendant is responsible for securing keys issued by the Government. Each occurrence of lost or stolen keys shall be reported to the COR within 24 hours of occurrence. For each occurrence of a key being lost the Park Attendant shall be required to reimburse the Government for actual costs of a new combination of all locks affected by the lost key. Keys shall not be duplicated.

(c) Government-furnished supplies will be delivered to the work site on a weekly basis by Corps personnel. The Park Attendant shall monitor inventory and place orders for supplies on forms issued by the Government at least one week in advance of required delivery. All supplies shall be secured in Government storage facilities designated by the COR, and stored neatly off the floor to prevent water damage. Storage facilities shall be kept locked to prevent theft and accidents.

1.14.3 GOVERNMENT-FURNISHED TELEPHONE LINE. The Government will furnish a live telephone jack at the park attendant camp pad for use by the Park Attendant to conduct business associated with contract work. The Park Attendant may also use this line for local or long distance personal business. The Government will pay only the monthly service fee and any charges for approved official governmental business long distance toll calls. All other charges shall be the responsibility of the Park Attendant. Use of a **personal phone card** is recommended. Park Attendant must provide their own telephone and phone line cord.

1.15 PROTECTION OF RESOURCES AND PROPERTY.

1.15.1 PROTECTION OF GOVERNMENT RESOURCES AND FACILITIES. The Park Attendant shall be liable for restoring any Government facilities, structures, equipment, or vegetation (including trees, shrubs, and turf) damaged as a result of his/her operations. Reasonable care shall be used to avoid damage to existing structures, equipment and vegetation in the recreation areas and other areas of Government property. The Park Attendant shall advise the COR of any damage due to vandalism or other causes on the day the Park Attendant first notices such damage.

1.15.2 PROTECTION OF PRIVATE PROPERTY. The Park Attendant is responsible for any injuries to persons or damages to private property (vehicles, camping units or equipment) if caused by his/her operations.

1.15.3 VANDALISM. Vandalism is defined as the willful or malicious destruction or defacement of public or private property. It does not include damage caused by the Park Attendant's negligence, improper operation of equipment, failure by the Park Attendant to properly maintain the area, or damage caused by normal wear and tear. The Park Attendant shall make every effort to keep the occurrence of vandalism at a minimum. Vandalism, misdemeanors, and felonies shall be immediately reported to the COR and/or the permanent Park Ranger on duty. The Park Attendant and his/her employees acknowledge that testifying as a witness and/or furnishing information requested by appropriate authorities for prosecution shall be considered as required under this contract.

1.15.4 PRESERVATION AND RECOVERY OF HISTORICAL, ARCHEOLOGICAL AND CULTURAL RESOURCES. Existing historical, archeological and cultural resources within the Park Attendant's work area will be so identified by the COR or designated representative and precautions shall be taken to preserve all such resources as they existed at the time they were pointed out to the Park Attendant. If during contract activities the Park Attendant observes unusual items that might have historical or archeological value, such observances shall be reported as soon as practical to the COR or designated representative.

1.15.5 PROTECTION OF WILDLIFE. The Park Attendant shall perform all work and take such steps required to minimize interference with or disturbance to wildlife.

1.15.6 PROTECTION OF WATER RESOURCES.

(a) **General.** The Park Attendant shall not pollute drainage ditches, ponds, rivers, or lakes with fuels, oils, bitumen, calcium chloride, acids, cleaning solvents or chemicals or other harmful materials.

(b) **Spillage.** Appropriate measures shall be taken to prevent chemicals, fuels, oils, greases, bituminous materials, and waste washings from entering public waters.

(c) **Disposal.** Disposal of any materials, wastes, effluents, trash, garbage, oil, grease, chemicals, etc., in areas adjacent to drainage ditches, ponds, rivers, or lakes will not be permitted. If contamination occurs the Park Attendant must contact the COR immediately so clean up determination can be made.

1.15.7 PROTECTION OF LAND RESOURCES. The work areas on which the work is to be performed under this contract and the land resources adjacent hereto shall be preserved in their present condition.

1.15.8 ENVIRONMENTAL PROTECTION. This paragraph prescribes actions required for the prevention of environmental pollution during and as the result of operations under this contract. For the purpose of this specification, environmental pollution is defined as the presence of chemicals, physical or biological elements, or other agents that adversely affect human health or welfare; unfavorably alter ecological balances; negatively affect other species; or degrade the utility of the environment for aesthetic and recreational purposes. The control of environmental pollution requires consideration of air, water, and land, and involves noise and solid waste management, as well as any other pollutants. In order to prevent, and to provide for abatement and control of, any environmental pollution arising from activities in performance of this contract, the Park Attendant shall comply with all applicable Federal, State, and local laws and regulations concerning environmental pollution control and abatement.

1.15.9 REMOVAL OF MATERIALS AND RUBBISH. Before final payment is made, the Park Attendant shall remove from the site of work, all his equipment and unused materials provided by him, and any waste materials and rubbish resulting from the operations performed hereunder. The methods and locations of disposal of materials, wastes, effluents, trash, garbage, oil, grease, and chemicals, shall be such that harmful debris must not enter project lands, lakes, rivers, ditches, canals, waterways, or reservoirs. Off project disposal shall be at approved county landfills or other waste disposal sites or facilities approved by the state of Idaho.

1.16 SUBCONTRACTING. Under the conditions as stated in paragraph 1.12.4 ABSENTEEISM., approval may be given for providing a temporary attendant.

2. DESCRIPTION OF WORK REQUIREMENTS.

2.1 GENERAL WORK PROCEDURES, POLICIES, AND REGULATIONS. Work under this contract shall be performed in accordance with the regulations and procedures set forth in the Park Attendant Procedures Manual, Title 36 Code of Federal Regulations Part 327, and other applicable rules, regulations, policies, and standard operating procedures. All necessary work materials will be furnished to the Park Attendant at the orientation meeting, and subsequently thereto upon any additions or revisions. Any unauthorized deviations from these procedures will be considered as contract deficiencies and may result in termination of the contract.

2.2 ORIENTATION MEETING AND TRAINING. Park Attendant Personnel are required to attend an orientation meeting at Albeni Falls Project Office at 8:00 AM on the first five days of work. The meeting will last for at least five full 8-hour days and will be conducted both in the office and the recreation area. Park Attendant personnel may also be required to do homework and attend additional training meetings at the Project Office and at the job site throughout the term of the contract. The purpose of the training will be to review work procedures, policies, regulations, and site conditions; issue accountable and expendable Government furnished property; conduct Blood Borne Pathogen training; conduct fee collection orientation; and answer any questions for the Park Attendant.

2.3 PARK OPERATIONS. The Park Attendant shall perform the following contract requirements:

2.3.1 INSPECTION AND SURVEILLANCE. The Park Attendant shall inspect park facilities and maintain park surveillance anytime the Park Attendant is performing contract work, as defined in this contract.

2.3.2 HOURS OF WORK. The Park Attendant shall perform work under this contract between the hours of 7:00 AM and 11:00 PM each workday during the contract. At least one Attendant shall maintain 24-hour availability on workdays.

2.3.3 PARK OFFICE OPERATION AND FEE COLLECTION. (Excluding Riley Creek Custodian Park Attendant) The Park Attendant shall operate the Park Office for the purposes of providing visitor information and collecting campground fees in accordance with the requirements specified below. Park Attendants are required to collect fees, properly register campers, issue permits by computer utilizing the fee collection program provided or by handwritten permits, and issue receipts to campers. The issuing of handwritten use fee permits, ENG 4457, will be used only in case of computer failure or when directed by the COR or designated representative. The Park Attendant shall keep Corps Rangers, the Powerhouse Operator, and other campgrounds advised of campground status. These individuals shall be notified immediately upon the campground filling up, using procedures explained during the orientation meeting.

(a) **HOURS OF PARK OFFICE OPERATION.** The Park Office shall be operated each day by at least one of the Park Attendant personnel, during all posted hours, which may be up to and including the entire period from 7:00 AM through 11:00 PM. (Refer to Site Specific section for posted hours.) Two Park Attendant personnel may be required to operate the office during any busy periods for efficient operation of the office. The Park Office hours of operation may only be changed with the approval of the COR. The Park Office shall not be closed during the designated hours of operation without prior approval of the COR or designated representative.

(b) **CAMPER REGISTRATION AND FEE COLLECTION.** The Park Attendant shall register campers and collect campground fees at the Park Office only. No fees shall be collected at the campsites. Throughout the posted hours when one of the Park Attendants is operating the Park Office, the second Park Attendant shall make as many trips through the park as needed to insure that: (1) all camping units and extra vehicles pay the required fees at the Park Office during the posted hours each day, (2) any camping units and extra vehicles failing to voluntarily pay at the office are personally advised of the payment hours and requirements, (3) campsite occupancy and report information is current and accurate, (4) all units and vehicles camp in accordance with rules, regulations, and policies. The Park Attendant shall expeditiously advise Park Rangers of any conditions detected to the contrary. It is the Park Attendant's responsibility to know what is happening in their park.

(c) **CAMPSITE RESERVATION SYSTEM.** The National Recreation Reservation Service (NRRS) provides advance reservation services for campsites. These services include, but are not limited to the following: receiving reservation requests, bookings, collecting and processing fees, cancellations, changes, refund and credit requests and transmitting reservation

information daily to each individual campground. The park attendant is required to perform specific duties daily to implement the reservation program in accordance with established and provided procedures. Duties include, but are not limited to the following: maintaining current on-site records, posting reservations, checking site availability for customers, check-in registration processing, receiving daily reports, etc. Attendants will be oriented and trained on all aspects of the campground management program by the government. Specific duties and procedures will be further defined in the Park Office Procedure Manual, Park Attendant Manual and at the orientation meeting provided by the government.

(d) **VISITOR INFORMATION.** The Park Attendant shall distribute information and provide courteous assistance to both camping and day use visitors.

(e) **CAMPSITE WAITING LISTS.** During busy periods, the Park Attendant shall maintain a daily campsite waiting list and assign campsites on a first-come, first-served basis, frequently beginning immediately after the park opens at 7:00 AM. Recommended procedures are outlined in the Park Office Procedures Manual.

2.3.4 CHANGE FUND. (Excluding Riley Creek Custodian Park Attendant) The Park Attendant shall maintain a sufficient supply of change and small bills on hand. At least \$150.00 is required. It shall be the Park Attendant's responsibility to ask the paying campers for small bills and change in payment of fees.

2.3.5 REGISTRATION PROCEDURES. (Excluding Riley Creek Custodian Park Attendant) The Park Attendant shall register campers; issue Permits, Car Passes, and Boat Trailer Passes, sell Passports; make advanced reservations, and collect and process fees in accordance with the specific procedures furnished at the orientation meeting. The Park Attendant shall record all daily site occupancy information and maintain a permanent record of the current status of all sites occupied, and the length of stay, on daily and monthly forms provided by the Corps. The Park Attendant shall keep Corps Rangers, the Powerhouse Operator, and other campgrounds advised of campground status. These individuals shall be notified immediately upon the campground filling up, using procedures explained during the orientation meeting. During busy periods the following number of permits could be issued each day: Riley Creek 100, and Albeni Cove 25.

2.3.6 ADMINISTRATIVE REQUIREMENTS. The Park Attendant shall maintain in writing required forms, reports, records, and data as specified in the Park Attendant Manual. The Park Attendant shall fill out forms and reports accurately, legibly, completely, and in a timely manner. The Park Attendant shall insure that all reports and records are completed and available for use by or submittal to Corps Rangers or other Park Attendants at the designated exchange point on assigned days and times.

2.3.7 FEE REMITTANCE PROCEDURES. (Excluding Riley Creek Custodian Park Attendant) The Park Attendant shall remit fees collected back to the Government in accordance with the procedures manual furnished at the orientation meeting. This function shall include:

(a) Send an original Bill for Collection, traveler's checks, personal checks, and cashier's check or money order certified to: **NRRS, P.O. Box 281470, Atlanta, GA 30384-1470.**

(b) Retain another Bill for Collection, a copy of the cashier's check or money order and all credit card receipts for the Corps of Engineers Park Ranger at the Albeni Falls project.

(c) The Park Attendant is responsible for obtaining a money order or cashier's check from a local bank for the cash amounts collected once a week or anytime the total monies collected exceeds \$5000.

(d) The Park Attendant is responsible for the expense incurred in obtaining the money order or cashier's check and postage required to send the above items certified to the NRRS drop box. The government will not reimburse these items.

(e) Riley Creek Fee and Albeni Cove Fee/Custodian Park Attendant shall collect quarters from the shower coin boxes and read the coin counters at least every other workday. The park attendant shall add the total dollar amount of the quarters into the fee collection program. The quarters shall be converted with the rest of the cash into a cashier's check for submittal to the NRRS drop box.

(f) The Park Attendants will be subject to periodic unannounced audits by the Recreation Fee Cashier.

2.3.8 VISITOR ASSISTANCE. The Park Attendant shall become fully knowledgeable of all rules, regulations, policies, procedures, recreation areas, facilities, and programs. After campers enter the campground, the Park Attendant shall distribute copies of rules, regulations, and other items; assist campers in locating sites; answer questions and provide information; and advise campers of applicable regulations and conditions. The Park Attendant shall not permit campers to set up or occupy sites in violation of any rules or policies. Picnickers, sightseers, and other day users shall not be permitted to park in or occupy campsites. The Park Attendant shall not grant exceptions to regulations or policies without prior approval from a Corps Ranger.

2.3.9 RANGER ASSISTANCE. The Park Attendant shall be alert and observant to detect actual and/or potential violations of rules and regulations, disturbances, accidents, injuries, incidents, and any situations or conditions that could adversely affect the health and safety of park visitors or the operation of the park. These incidents shall be reported immediately and accurately to Corps Rangers or the Powerhouse Operator. The Park Attendant shall contact local law enforcement or other emergency agencies first only in extreme emergencies and when Corps Rangers are not available. The Park Attendant has NO law enforcement authority and shall not attempt to enforce regulations beyond the level of reminding visitors of correct procedures. Situations requiring action beyond the reminding stage shall be referred to a Corps Ranger for resolution. The main duties of the Park Attendant during emergency situations shall be to observe and report to Corps personnel. In the event of a medical emergency, the Park Attendant may initiate first aid to the level of their ability until help can be obtained. The Park Attendant shall provide statements, logs, and other information to be used in the preparation of written incident reports to be completed by government employees.

It may be necessary, in the event of staffing shortages, for Park Attendants to assume a greater roll in informing/educating visitors of rules and regulations when deficiencies are noted. These duties may include but are not limited to the following: Calling a deputy without ranger notification, encouraging compliance with the park's rules and regulations, asking campers to leave the park if in continued non-compliance with rules and regulations and any other items that would normally be considered routine ranger duties (except writing warnings and citations). If exercising this level of authority is necessary, Park Attendants will be informed at Park Attendant training.

2.3.10 SAFETY INSPECTIONS. (Excluding Riley Creek Fee Park Attendant) As a part of routine park surveillance duties, each day the Park Attendant shall conduct and document a thorough safety inspection of all park facilities. Inspections shall be performed and documented and safety/maintenance deficiencies shall be reported in accordance with procedures and forms to be furnished at the orientation meeting. This is a critical function performed by park attendants.

2.3.10.1 CAMPSITE SAFETY INSPECTION. The Park Attendant shall make a thorough safety inspection of each campsite each time it is vacated. All hazards shall be corrected or removed before another user occupies a campsite. If any hazard cannot be corrected, the Park Attendant shall close the campsite for use and immediately notify the COR or designated representative.

2.3.11 RADIO PROCEDURES. The Park Attendant shall remain within hearing distance of the Government-furnished radio in order to respond to calls from Corps Rangers. The radio shall remain on during the entire period from 7:00 AM until 11:00 PM each workday. Radio communications shall be limited to necessary official business only, and shall conform to current Project standards and procedures. The Park Attendant shall respond to any radio communications directed to them.

2.3.12 LOST AND FOUND. The Park Attendant shall process lost and found items reported or detected by the individual Park Attendant, the public, Corps employees, or other Park Attendants in accordance with the Park Attendant Manual. Items of significant value shall be maintained in the Park Office safe or in the Park Attendant's residence until they can be turned over to a Corps Ranger. (Items of significant value are: wallets, money, credit cards, rings, watches, jewelry, cameras, expensive articles of clothing, etc.) Corps Rangers shall be notified as soon as possible when items of significant value have been found. Any other items shall be placed in the park lost-and-found box located at the designated exchange point.

2.3.13 LIFE RINGS. The Park Attendant shall be responsible for maintaining the Government-furnished life rings and jugs on designated posts. If a life ring is removed or destroyed, the Park Attendant, from a stock of Government-furnished life rings and jugs, shall replace it immediately.

2.3.14 FIREWOOD BOX. (Excluding Riley Creek Custodian Park Attendant) The Park Attendant shall be responsible for unlocking and locking the firewood box in the park.

2.3.15 LP READING. (Excluding Riley Creek Fee Park Attendant) The Park Attendant shall be responsible for reading the gauge on the LP tanks in their parks each week and indicate the reading on a form provided by the government. Anytime the reading is 25% or lower the Park Attendant shall report it to a Ranger.

2.3.16 MISCELLANEOUS. The Park Attendant shall perform miscellaneous duties related to the routine operation of the park. These shall include but are not limited to, restocking brochure racks and posting bulletin boards, delivering emergency messages to campers, gathering and recording data within the park. The Park Attendant shall also maintain a written record of complaints and criticism of any nature from park visitors.

(a) **Parking Cars.** The park attendants shall assist in directing the overflow vehicle traffic to the appropriate overflow parking locations during heavy use times. This may include, but is not limited to, the placement of temporary cones, barricades or signs, (provided by the government) to assist in directing the flow of traffic.

2.4 OPENING AND LOCKING THE PARK AND ENTRANCE GATE. (Excluding Riley Creek Custodian Park Attendant)

2.4.1 OPENING PROCEDURES. The Park Attendant shall open the park promptly at 7:00 AM each day. Required duties to open the park include opening the entrance gate, recording the vehicle counter reading, and raising the flags.

2.4.2 CLOSING PROCEDURES. The Park Attendant shall close the park promptly at 10:00 PM each day. Required duties to close the park include lowering the flags at dusk, clearing visitors from the day use areas and locking the entrance gate at 10:00 PM.

2.4.2.1 DAY-USE AREA CLOSURES. See site-specific specifications.

2.4.3 ON-CALL PROCEDURES. The Park Attendant shall remain in the park and be on call at the attendant's site during the closed hours from 10:00 PM to 7:00 AM in order to maximize park security and to open the gates in case of emergency (i.e., medical, law enforcement, fire.). The Park Attendant shall open the gates during the closure period, 10:00 PM to 7:00 AM, only in cases of actual bona fide emergencies, or in instances where park visitors are inadvertently locked inside the park. However, under no circumstances shall camper's or day user's vehicles be admitted to the park during the closure period without prior approval from a Corps Ranger.

2.5 DOMESTIC WATER TESTING. The Park Attendant shall conduct a test to determine chlorine residual in the domestic water system each day in accordance with procedures to be provided at the orientation meeting. These tests shall be taken at the pumphouse and should be .40 to .50 mg/l. Higher and lower readings, low chlorine solution level, and other malfunctions shall be reported to the COR immediately for repair. The Park Attendant shall record the chlorine residual reading on a daily report and a monthly report each day as directed during the orientation meeting. The Government will furnish all of the testing and reporting supplies required. The Park Attendant shall not perform any adjustments, alterations, services, or repairs to any portion of the water system or chlorine system without prior approval from the COR.

2.6 CUSTODIAL WORK AT RESTROOMS.

2.6.1 REQUIRED FREQUENCIES FOR INSPECTIONS AND ROUTINE CLEANINGS. The Park Attendant shall initially inspect the restrooms between the hours of 7:00 AM and 8:00 AM, and thereafter at least every 3 hours throughout each workday, to insure that the facilities remain stocked with supplies and in a clean and sanitary condition. Any conditions found or reported to the contrary, including but not limited to empty dispensers, plugged plumbing fixtures, or obvious dirt the Park Attendant shall, immediately correct unsanitary or unclean conditions. Any maintenance or repair work beyond Park Attendant's custodial responsibilities shall be put on a work order to be performed by Government personnel. The Park Attendant shall perform routine cleanings in accordance with the Site Specific Requirements.

2.6.2 REQUIRED FREQUENCY FOR MAJOR CLEANINGS. On Wednesday and Saturday during the hours specified for the first routine cleaning, in addition to performing the regularly scheduled routine cleaning requirements, the Park Attendant shall also perform ALL requirements for major cleaning, as specified hereafter.

2.6.3 GENERAL REQUIREMENTS FOR ALL CLEANINGS. During each routine and major cleaning the Park Attendant shall:

- (a) Insure that the restroom is clean, sanitary, and fresh smelling. Appearance or smell to the contrary will be considered as evidence of non-compliance with cleaning specifications.
- (b) Not use high-pressure sprays or excessive amounts of water inside the restroom building, especially on wood or Formica components.
- (c) Unclog plumbing fixtures located above the floor slab, including toilets, urinals, and sinks.
- (d) Set up appropriate Government furnished "CLOSED" signs at building entrances during cleaning, remove signs 15 minutes after completion of cleaning, and store signs in utility room.
- (e) Dispose of waste cleaning water and cleaning agents by pouring down the drain tile located outside the restroom building. Never pour into toilets, sinks, or floor drains because these chemicals will kill the bacterial action in the septic tanks.
- (f) Wear rubber gloves during all cleaning operations to prevent possible disease, infection, and skin irritation from cleaning chemicals.
- (g) Never enter a restroom when it is occupied by anyone of the opposite sex, even if they approve. If a person of the opposite sex refuses to wait and enters during cleaning, the Park Attendant shall immediately exit and wait for them to leave.

2.6.4 REQUIREMENTS FOR ROUTINE CLEANING. The Park Attendant shall perform each of the following work requirements during each routine cleaning:

- (a) **Sidewalk.** The Park Attendant shall clean the sidewalk apron around the restroom building during each cleaning to remove all dirt, debris, litter, and organic litter. The Park Attendant shall clean sidewalks even when they are wet. Litter on sidewalks shall be disposed of in accordance with the paragraph: Litter Collection.
- (b) **Restocking Dispensers.** The Park Attendant shall install a full supply of toilet tissue, paper towels, sanitary napkin disposal bags, refuse receptacle liners, and any other materials necessary for the operation of the restrooms. Wrappers for toilet paper shall be removed before installing in dispenser. Partial rolls of toilet paper that are less than half of a roll will be replaced with a full roll at each cleaning, and the partial roll will be placed on top of the dispenser.
- (c) **Waste Receptacles.** Waste Receptacles shall include refuse containers, ashtrays, and sanitary napkin disposal containers. The Park Attendant shall: (1) wash and clean the exteriors of all waste receptacles using Government furnished supplies to maintain a clean, fresh smelling, and sanitary condition; (2) bring waste receptacles to a streak and spot free shine; (3) empty waste receptacles during each cleaning; (4) remove refuse in and adjacent to the waste receptacles regardless of volume or source or origin; (5) place a new liner in each refuse or sanitary napkin disposal container each time one is emptied; and (6) deposit old liner with refuse in refuse dumpster. At no time shall bags of refuse be left on the ground awaiting collection beyond the completion of the cleaning. Waste receptacles shall be placed securely on/in their stands and lids must be placed back on the containers as part of each cleaning.
- (d) **Sinks and Counters.** The Park Attendant shall: (1) remove foreign objects from the sinks and drains; (2) wash and clean the counter top, sinks, faucets, and fittings with government furnished supplies to maintain a clean, fresh

smelling, and sanitary condition; (3) bring the counter tops, sinks, faucets, and fittings, including chrome parts to a streak and spot free shine; and (4) clean underside of counter to remove insects, webs, and dust.

(e) **Mirrors.** The Park Attendant shall bring mirrors to a streak and spot free shine.

(f) **Fixtures.** Fixtures shall include toilet paper dispensers, paper towel dispensers, shelves, toilet handrails, and clothing hooks. The Park Attendant shall: (1) wash and clean all fixtures with Government furnished supplies to maintain a clean, fresh smelling, and sanitary condition; and (2) bring fixtures to a streak and spot free shine.

(g) **Toilets.** The Park Attendant shall: (1) remove foreign objects from the toilets; (2) wash and clean the seats (both top and bottom) and the rest of the toilet (exterior and inside toilet bowl) with Government furnished supplies to maintain a clean, fresh smelling, and sanitary condition; and (3) bring the toilets including the chrome parts to a streak and spot free shine.

(h) **Urinals.** The Park Attendant shall: (1) remove foreign objects from the urinals; (2) wash and clean all surfaces on the urinals and walls in the immediate vicinity of the urinals (18" on both sides of the urinal to the floor) with Government furnished supplies to maintain a clean, fresh smelling, and sanitary condition; (3) bring the urinals including chrome parts to a streak and spot free shine; and (4) bring the wall in the immediate vicinity of the urinals to a streak and spot free finish.

(i) **Walls, Partitions, Ceilings, Beams, Doors, Benches, Vents, Light Fixtures, Windows, and Window Sills.** The Park Attendant shall: (1) remove graffiti and clean to remove insects, webs, litter, dust, dirt, and organic matter from the walls, partitions, doors, vents, interior light fixtures, benches, windows, window sills, beams and ceilings; and (2) do whatever cleaning and washing is necessary to maintain a clean, fresh smelling, and sanitary condition with Government furnished supplies to the items specified above in part (1).

(j) **Floors.** The Park Attendant shall: (1) remove litter, refuse, dirt, mud, sand, needles, and other debris from the floor and drains; (2) wash and clean floors with Government furnished supplies to maintain a clean, fresh smelling, and sanitary condition; and (3) rinse as required and mop or squeegee dry the floors after each washing to a streak and spot free appearance; (4) clean the base of walls, partitions, doors, toilets, and urinals to remove any mop ring deposited during floor cleaning.

(k) **Pipe Chase and Utility Rooms.** The Park Attendant shall maintain all pipe chases and utility rooms in a neat and orderly condition.

(l) **Spot Cleaning.** The Park Attendant shall perform whatever spot cleaning is necessary to maintain a clean, fresh smelling, and sanitary condition for those items specified in paragraph, Requirements for Major Cleaning, during each routine cleaning.

(m) **Replacement of Light Bulbs.** The Park Attendant shall be responsible for replacing burned-out incandescent and fluorescent light bulbs in the restroom building. Any burned-out bulbs discovered shall be replaced immediately from a stock of bulbs supplied by the Government.

2.6.5 REQUIREMENTS FOR MAJOR CLEANING. The Park Attendant shall perform each of the following work requirements during each major cleaning:

(a) **Washing and Cleaning.** In addition to routine cleaning requirements, the Park Attendant shall: (1) wash and clean with Government furnished supplies to maintain a clean, fresh smelling, and sanitary condition; and (2) bring to a streak and spot free finish the following: Waste receptacle interiors (to include only refuse and sanitary napkin disposal containers)

(b) **Light Fixtures.** The Park Attendant shall remove light fixture lenses and clean the lenses and light receptacles to remove dust, dirt, insects, webs and other foreign materials. This includes exterior as well as interior lights.

(c) **Building Exterior.** The Park Attendant shall clean exterior walls, eaves, and sidewalk aprons around the restroom to remove insects, nests, webs, stains, graffiti, or other dirt and debris. *Note: The Park Attendant shall sweep off litter and organic debris before hosing down the sidewalk apron.

(d) **Pipe Chase and Utility Rooms.** In addition to normal cleaning requirements, the Park Attendant shall: (1) clean walls, pipes, shelves, water heaters, equipment, and electrical cabinets to leave a clean, dust-free and web-free appearance; (2) clean the janitor sink/mop basin to a clean, fresh smelling, and spot-free appearance; (3) clean the floors to remove dust, dirt, litter and debris.

2.6.6 CLEANING OF THE PARK OFFICE. (Excluding Riley Creek Custodian Park Attendant) The Park Attendant shall clean the interior and exterior of the Park Office at least weekly, and as often as required to maintain a clean and sanitary condition.

2.7 LITTER COLLECTION. The Park Attendant shall pick up, collect, and dispose of litter from the entire recreation area at least once each day. Particular emphasis shall be directed to beach areas where large volumes of litter (organic and non-organic) and objects which pose a hazard to bare feet, such as glass, cans, pull tabs, and bottles must be continuously removed. Litter shall be disposed of in the refuse dumpsters provided and serviced by others. The Park Attendant for the collection of litter may use plastic garbage bags provided by the Government. See Site Specific Specifications for additional litter collection.

2.8 REFUSE COLLECTION. (Excluding Riley Creek Fee Park Attendant) The Park Attendant shall inspect all garbage cans at least once each day. Each can shall be emptied whenever it is over one half full of refuse. Each time a garbage can is emptied, a new plastic garbage bag provided by the Government shall be inserted and the old bag shall be removed and deposited into one of the refuse dumpsters provided and serviced by others. Garbage cans shall be placed securely on their stands, lids shall be placed back on the garbage cans, and dumpster lids shall be closed as part of each daily inspection/collection. Because garbage cans are located in areas not accessible by vehicle, a Government-furnished wheelbarrow and/or utility vehicle will be available for transporting garbage bags from the garbage cans to the dumpsters. NOTE: Experience has shown that the garbage cans located at the beach area fill rapidly during the peak summer months.

2.8.1 ALUMINUM CAN RECYCLE DRUMS. The Park Attendant shall inspect all recycle drums at least once each day. The Park Attendant shall empty each drum whenever it is over 3/4 full of aluminum cans. Each time the drum is emptied, a new plastic garbage bag provided by the Government shall be used and the full bags shall be stored in the locked dumpster and turned over to the volunteer group assigned to the park.

2.8.2 DUMPSTER INSPECTION AND UPKEEP. At least twice each week, on days specified by the Park Attendant Manual, the Park Attendant shall inspect each refuse dumpster and complete an inspection report indicating which dumpsters were emptied by others, as well as any dumpsters which were not emptied as scheduled. The Park Attendant shall insure that dumpster lids are maintained in the closed position. The Park Attendant shall install deodorizer/insecticide provided by the Government as often as required to insure effective odor and insect control.

2.8.3 CIGARETTE RECEPTACLES. The Park Attendant shall inspect the cigarette receptacles located at restrooms and park office at least once each day. Each cigarette receptacle shall be emptied of butts and litter. The Park Attendant shall fill the can with sand to ensure a safe receptacle for cigarette butts.

2.9 CAMPSITE AND PICNIC SITE CUSTODIAL WORK. (Excluding Riley Creek Fee Park Attendant)

2.9.1 REQUIRED FREQUENCY OF CLEAN UP. The Park Attendant shall clean and inspect each campsite as soon as possible each time the site becomes vacant in order to provide a clean and hazard free environment for the next camper. Picnic sites shall be inspected daily, and cleaned as often as required to maintain a clean and hazard free condition.

2.9.2 LITTER. Litter and refuse shall be collected and removed as required by para. 2.7 **Litter Collection.**

2.9.3 FIRE RINGS AND GRILLS. The fire rings and/or waist-high grills shall be cleaned by removing ashes and other refuse daily for the waist-high grills and each time the site becomes vacant for the site fire rings. Scrape to remove

any caked-on debris on fire rings and/or waist-high grills once each week. Ashes shall be placed into refuse dumpsters only after they have cooled sufficiently to pose no threat of starting a dumpster fire. Any firewood shall be stacked neatly near the fire ring or grill. Any unauthorized or makeshift fire rings shall be entirely removed. The Park Attendant shall not lift or raise the base of, nor remove gravel from, any ground-mounted fire ring during cleaning procedures.

2.9.4 PICNIC TABLES. The picnic table shall be cleaned by sweeping, and as required by washing with water and a cleaning agent.

2.9.5 GROUNDS. The grounds within the campsite or picnic site zone of impact shall be raked to remove litter, debris, needles, ashes, and signs of makeshift fire rings and to smooth the soil surface. The area within a 4-foot radius around the fire ring or grill shall be raked down to mineral soil to reduce fire hazard.

2.9.6 NAILS. All nails shall be removed from trees.

2.9.7 CLEANING SUPPLIES. Government-furnished cleaning supplies, garbage bags, and hand tools including shovels, rakes, brooms, wheelbarrow, and claw hammer, shall be used by the Park Attendant to perform campsite and picnic site cleanup.

2.10 PUMPHOUSE AND STORAGE SHED. (Excluding Riley Creek Fee Park Attendant) The Park Attendant shall clean the interior and exterior of the pumphouse and storage shed/area on a weekly or as-needed basis. The interior walls, ceiling, electrical panels, control panels, plumbing, water tanks, pumps, compressors, and ventilators shall be cleaned, to remove dust, dirt, insects, and webs. The floor shall be swept and washed as needed. Exterior walls and eaves shall be washed down with a hose spray and/or hand brushed to remove insects, nests, webs, dirt, and debris.

2.11 SWEEPING. The Park Attendant shall sweep sidewalks, walkways, paved trails adjacent to restrooms, stairways, and dumpster pads, on a weekly or as-needed basis, to remove needles, dirt, gravel, litter, and other debris. Sweeping of roadways and parking lots is not a requirement of this contract and will be performed by others.

2.12 DEBRIS REMOVAL. The Park Attendant shall remove debris, including tree limbs, brush and aquatic weeds, from roadways, parking lots, sidewalks, walkways, trails, campsites, picnic sites, beaches, and other public use facilities as often as required. The most significant requirement for debris removal will normally occur following windstorms. Debris removed shall be deposited in an area(s) designated by the COR. The Park Attendant shall immediately notify the COR or designated representative in the event of large limbs, fallen trees or large amounts of aquatic weeds which cannot be removed without the use of chainsaws and/or other equipment. Removal of these items is not a requirement of this contract and will be performed by others.

2.13 WATER HYDRANT AND DRINKING FOUNTAIN. (Excluding Riley Creek Fee Park Attendant) The Park Attendant shall clean the concrete or gravel drain pads for all water hydrants and drinking fountains as often as required to maintain a clean and sanitary condition, free of all debris, refuse, litter, and food remnants. The Park Attendant shall clean drinking fountains by removing foreign objects and bringing fountains to a streak and spot free shine.

2.14 POST MAINTENANCE. The Park Attendant shall straighten and re-tamp any sign posts, barrier posts, and campsite number posts which are out of plumb as often as required to maintain vertical posts in a plumb position. A Government-furnished level and hand tools may be used by the Park Attendant to perform this work requirement.

**Riley Creek
Fee/Custodian
Schedule C**

Position Bidding On: Riley Creek Recreation Area Park Attendant Fee/Custodian**PROFILE OF AN EFFECTIVE PARK ATTENDANT TEAM**

- Ability to get along with people, maintains a friendly cooperative attitude, and maintains a firm and fair outlook when requesting compliance with regulations.
- Ability to control one's emotions under varying conditions.
- Experienced camping background and love of camping to aid in knowing what other campers expect in a properly operated park.
- Good record keeping ability and money management skill.
- Reasonably good health that will enable both attendants to perform all duties requested.
- Maintain personal appearance that shows pride in one's self and work performed.
- Honesty and integrity in personal and business dealings.
- Initiative to make that "extra" effort sometimes needed to deal with a situation or resolve a problem.

Our Philosophy on Campground Operations

The Park Attendants should want to be helpful, friendly and courteous. Park Attendants should be able to portray the "good guy" appearance and give helpful hints, explain our rules, let campers know in a friendly manner when they are not following campground rules or procedures. If a camper doesn't follow the advice given, the Park Attendants should call a Park Ranger to resolve the potential conflict. The Park Attendants should not attempt to be an "enforcer". The Park Ranger and the Bonner County Sheriffs deputies are the people who handle these duties. It's important to understand that the Park Attendants are part of a larger team of professionals providing facilities and services to the public.

**Riley Creek Recreation Area Fee/Custodian
Site Specific Requirements
Schedule C**

Section 1

FEE DUTIES

C.1 INITIAL CLEANING. The Park Attendant shall be responsible for cleaning and setting up the Park Office. They shall also replace all broken clips and reservation holders as needed on site posts. These duties shall be accomplished within the first two weeks of their arrival and are shared with the other two Park Attendants on site.

C.2 WORK DAYS. The Park Attendant shall maintain 24 hour availability, at Riley Creek Recreation Area, except for days off, by at least one Attendant. The Contracting Officer (CO) may request or direct changes to the schedule to meet the changing operational needs.

C.2.1 DAYS OFF. End of duty on scheduled days off starts at 7:00 AM on the first day off of the week and ends at 7:00 AM on the next scheduled day to work. **Exceptions to Days Off: First week of training.**

C.3 CLOSING PROCEDURES. The Park Attendant shall lock the entrance gate promptly at 10:00 PM each workday. Required duties to close the park include lowering the flags at dusk, clearing visitors from the day-use areas, locking the day-use restrooms and turning off the power to the shelters, locking the firewood box and locking the entrance gate at 10:00 PM.

C.4 ON-CALL PROCEDURES. The Park Attendant shall remain in the park and be on call at the attendant's site during the closed hours from 10:00 PM to 7:00 AM in order to maximize park security and to open the gate in case of emergency (i.e., medical, law enforcement, fire, etc.). The Park Attendant shall open the gates during the closure period, 10:00 PM to 7:00 AM, only in cases of actual bona fide emergencies, or in instances where park visitors are inadvertently locked inside the park. However, under no circumstances shall camper's or day user's vehicles be admitted to the park during the closure period without prior approval from a Corps Ranger.

C.5 CAMPSITE RESERVATION SYSTEM. A certain portion of the campsites are available for reservation. Attendants shall be responsible for administering the reservation program. Reservation procedures include:

- 1) Accepting reservations by phone or in person*.
- 2) Posting reserved campsites prior to arrival date.
- 3) Keeping up-to-date records showing all reservations made, to whom, site number and date of the reservation.

* Most reservations are taken by the National Recreation Reservation Service or over the Internet. In certain customer care circumstances reservations are made at the park through the Park Office program.

C.6 DAY USE RESTROOM CLOSURES. The Park Attendant shall lock the day use restroom facilities only promptly at 10 PM and open them promptly at 7 AM each day.

C.7 HORSESHOE CHECKOUT. During scheduled openings of the Park office, the Park Attendant shall checkout horseshoes for use at the horseshoe pit area.

C.8 OPERATION OF THE PICNIC SHELTERS. The Park Attendant shall maintain a current schedule of reserved events for two picnic shelters including dates, functions, groups, number of persons based on written or verbal notifications provided by government personnel.

C.9 PARK OFFICE HOURS OF OPERATION. The Park Attendant shall be required to man the Park Office during the posted hours of operation. The Park Office will be open two hours in the evening (7pm – 9pm) during the off-season. During the peak season, holidays and late June to the end of Labor Day, the Park Office hours are: 10am – noon, 1pm – 5pm, and 6pm – 9pm. The computer must remain on until at least 10pm to allow for any late arriving campers and/or additional fees that must be paid such as extra vehicle fees.

**Riley Creek Recreation Area Fee/Custodian
Site Specific Requirements
Schedule C**

Section 2

Custodian Duties

C.1 INITIAL CLEANING. The Park Attendant shall be responsible for cleaning the restrooms. The Park Attendant shall replace all broken clips and reservation holders as needed on site posts. These duties shall be accomplished within the first two weeks of their arrival and are shared with the other 2 Park Attendants on site.

C.2 WORK DAYS. The Park Attendant shall maintain 24-hour availability, at Riley Creek Recreation Area, except for days off, by at least one Attendant. The Contracting Officer (CO) may request or direct changes to the schedule to meet the changing operational needs. The Park Attendant shall remain in the park and be on call at the attendant's site during the closed hours from 10:00 PM to 7:00 AM in order to maximize park security and to open the gate in case of emergency (i.e., medical, law enforcement, fire, etc.). The Park Attendant shall open the gates during the closure period, 10:00 PM to 7:00 AM, only in cases of actual bona fide emergencies, or in instances where park visitors are inadvertently locked inside the park. However, under no circumstances shall camper's or day user's vehicles be admitted to the park during the closure period without prior approval from a Corps Ranger.

C.2.1 DAYS OFF. End of duty on scheduled days off starts at 7:00 AM on the first day off of the week and ends at 7:00 AM on the next scheduled day to work. **Exceptions to Days Off: First week of training.**

C.3 CUSTODIAL WORK AT THE RESTROOM BUILDING. During the first scheduled cleaning each day, the Park Attendant shall perform ALL requirements for routine cleaning, as specified hereafter. During the second scheduled cleaning each day, the Park Attendant shall perform all requirements for routine cleaning, which are necessary to return the facility to a fully stocked, clean and sanitary condition. The COR may change the time of scheduled cleanings to meet the needs of the recreation area.

	<u>1st Cleaning</u>	<u>2nd Cleaning</u>
Beach Restroom	7:00 am - 9:00 am	3:00 pm - 5:00 pm
Playground Restroom	8:00 am - 10:00 am	4:00 pm - 6:00 pm
Raven Loop Restrooms	10:00 am - 12:00 pm	6:00 pm - 8:00 pm
Nighthawk Loop Restrooms	12:00 pm - 2:00 pm	8:00 pm - 10:00 pm

C.4 OPERATION OF THE PICNIC SHELTER. The Park Attendant shall maintain a current schedule of reserved events for two picnic shelters including dates, functions, groups, and number of persons from written or verbal notifications provided by Government personnel. The Park Attendant shall post the "Shelter Reserved" sign by 8:00 AM on any days for which the shelter has been reserved, and insure that the shelter is clean and available as reserved. The "Shelter Reserved" sign shall also be removed by 9:00 PM on any day posted. For each reserved event the Park Attendant shall make personal contact with the individual in charge of the function and verify possession of a valid Special Use Permit. If any damage, litter, or other infractions were observed mark on the permit copy so Corps Rangers may conduct the appropriate follow-up.

C.5 CLEANING REQUIREMENTS.

C.5.1 Showers. The Park Attendant shall: (1) remove foreign objects from the floor and drains, (2) wash and clean the walls, partitions, shower curtains, shower heads, valve handles, benches, and floors with Government furnished supplies to remove buildups of soap scum and body grease and to maintain a clean, fresh smelling, and sanitary condition; (3) bring the walls, partitions, shower heads, valve handles, and benches to a streak and spot free shine; (4) rinse and dry shower area floors to a streak and spot free appearance; (5) replace any torn, damaged or mildewed Government-furnished shower curtains.

C.5.2 PICNIC SHELTERS AND PICNIC SITES. The picnic shelter and each picnic site shall be inspected daily and cleaned as often as required to maintain a clean and sanitary condition. The Park Attendant shall insure that the picnic shelters are cleaned immediately before and after each reserved function. The Park Attendant shall clean the interior and exterior of the picnic shelters as follows:

(a) **Wash Down.** The Park Attendant shall wash down all interior and exterior walls, tables, posts, beams, and eaves to remove insects, nest, webs, stains, graffiti, dirt, and debris.

(b) **Floors and Sidewalks.** The Park Attendant shall remove litter, refuse, dirt, and debris from the floor and sidewalk aprons around the shelter. The Park Attendant shall also wash down the floor as required.

(c) **Light Fixtures.** The Park Attendant shall remove light fixture lenses and clean the lenses and light receptacles to remove dust, dirt, insects, webs, and other foreign materials as required.

(d) **Replacement of Light Bulbs.** The Park Attendant shall be responsible for replacing burned-out light bulbs in the picnic shelter. Any burned-out bulbs discovered shall be replaced immediately from a stock of bulbs supplied by the Government.

C.5.3 RV DUMP STATION. The RV dump station shall be inspected at least once each day and cleaned as often as required to maintain a clean and sanitary condition. No solid debris such as sticks or rocks shall be flushed into the disposal unit at any time. If the dump station becomes full or plugged, the Park Attendant shall lock the facility, post an "Out of Order" sign, and notify the COR or Park Ranger immediately.

C.6 RESTROOM CLOSURES. In the event the Government, for any reason, during the term of the contract closes any restroom, the Park Attendant shall then be responsible for maintaining up to ten (10) single stall chemical toilets during the period of closure. The Park Attendant shall maintain these chemical toilets in lieu of performing the work specified for each closed restroom and therefore will be entitled to no adjustment in the daily contract price. The Park Attendant shall maintain the chemical toilets in a fully stocked, clean, and sanitary condition in accordance with the required frequencies and applicable cleaning requirements specified herein for routine and major cleanings, for the full duration of the closure. The Park Attendant will not be responsible for pumping out the toilet vaults, or adding the chemical required.

C.7 DOMESTIC WATER TESTING AT RILEY CREEK. The Park Attendant shall conduct a test to determine chlorine residual in the domestic water system once each day in accordance with procedures to be provided at the orientation meeting. Tests shall be taken at the pumphouse and should be .40 to .50 mg/l. Higher and lower readings and other malfunctions shall be reported to the COR immediately for repair. The Park Attendant shall record the chlorine residual reading on a daily report and a monthly report each day the test is taken as directed during the orientation meeting. The Government will furnish the testing and reporting supplies required. The Park Attendant shall not perform any adjustments, alterations, services, or repairs to any portion of the water system without prior approval from the COR or designated representative.

C.8 WATER HEATER PILOT LIGHTS. The Park Attendant shall re-light pilot lights in restroom buildings as needed. The Park Attendant will receive training by Government employees on the required methods for re-lighting propane water heaters.

C.9 SURFACE UP KEEP OF PLAYGROUND AND HORSESHOE PITS. The Park Attendant shall rake or otherwise loosen the playground sand once each week to maintain a soft, loose surface. This is a critical safety requirement.

C.10 LITTER COLLECTION. The Contractor shall pick up, collect, and dispose of all litter from the entire recreation area at least once each day. Particular emphasis shall be directed to beach areas where large volumes of litter and objects which pose a hazard to bare feet, such as glass, cans, pull tabs, and bottles must be continuously removed. All litter shall be disposed of in the refuse dumpsters provided and serviced by others. Plastic garbage bags provided by the Government may be used by the Contractor for the collection of litter.

C.11 OPERATION OF IRRIGATION SYSTEMS. The Park Attendant shall perform the following contract requirements:

C.11.1 GENERAL. The Park Attendant shall be responsible for the operation of the Government-owned manual sprinkler systems in the day use areas of the park. (There is no irrigation requirement in the campground.) This includes plug-in, quick-coupler type impact sprinklers and portable sprinklers with hoses. The Government will provide materials necessary for irrigation. The Park Attendant shall fully coordinate and cooperate with Government personnel and other Park Attendants in scheduling irrigation so as not to interfere with mowing, other ongoing work, or visitor activities in the park. Sprinklers shall be placed and/or adjusted so that no water will strike or interfere with roads, parking lots, buildings, visitors, visitors' belongings, and vehicles.

C.11.2 WATERING FREQUENCY AND REQUIREMENTS. Lawn areas, trees, and shrubs within the irrigated areas shall be watered according to plant demands, as often as required to maintain healthy plants and turf grass. This shall require irrigation of areas no less than two times each week during the dry summer months. To minimize conflicts, beach areas and other high use areas adjacent to parking lots, and the picnic shelter shall be watered at night. The open lawn areas and other lower use areas shall be watered during the day. The Park Attendant shall perform as much watering as possible on weekdays. However as required, watering shall also be performed on weekends, especially beach areas at night. Deep watering provides the best available soil moisture for lawns, shrubs, and trees. Applications of water shall be for a period of not less than 4 hours and not over 8 hours each. The appearance of burnt spots, dry areas, or dull green color in the lawn will be considered as evidence of lack of compliance with the watering requirements.

C.11.3 SYSTEM OPERATING PROCEDURES. The Park Attendant shall operate the irrigation systems only in accordance with procedures, specifications, and limitations provided by the Government. This includes strict limitations for the maximum and minimum number of sprinklers to be operated at one time as well as maximum and minimum pressures and/or pump motor amperage to be maintained at the pumphouse. Prior to the first required irrigation, Government personnel will familiarize the Park Attendant with the proper operation of the irrigation systems. The Government will perform maintenance on the sprinklers, sprinkler systems and pumphouse. The Park Attendant shall immediately report any maintenance or repairs required on these systems. NOTE: The irrigation system is designed to operate 15 to 20 sprinklers at a time, with a system pressure of approximately 70 to 80 psi at the pumphouse. It will require 5 to 6 different placements of 15 to 20 sprinklers per placement to water the entire irrigated area one time.

C.11.4 SPRINKLER HEAD (Quick Coupler Point) UP-KEEP. The Park Attendant shall pull weeds and grass around all quick coupler points as often as required to insure that the covers remain free of obstruction. Using fluorescent spray paint provided by the Government, the Park Attendant shall paint the cover to each quick coupler point as often as required to insure easy visibility for mower operators.

C.11.5 PORTABLE SPRINKLERS. The portable sprinklers and hoses shall be used in irrigated areas that do not have proper sprinkler head spacing to ensure adequate lawn watering coverage. This includes the areas around the beach restroom, picnic shelter, playground, the Park Office and parking island/shrub bed in the boat ramp parking lot.

The Park Attendant shall remove and store all sprinklers and hoses whenever not in actual operation. Sprinklers shall not be left out or plugged-in when not in use.

C.12 PERFORMING FEE/CUSTODIAN DUTIES ON SAME DAY. Due to the way the schedule is set up, the Fee/Custodian will be required to perform both the fee duties and the custodial duties two days in late September. (See calendar for the two days) It is anticipated that the fee duties on those two days will, at most, require four hours.

RILEY CREEK RECREATION AREA FACILITIES

40 Acres total park area, campground heavily timbered, day use area

67 Campsites: All sites are fee and have no utility hookups.

Each site has one picnic table and one fire ring.

3 Park attendants sites, with electrical, water, telephone, and sewer

47 Picnic tables in day use areas

11 Fire rings and waist high grills in day use areas

2 Restrooms without showers

2 Restrooms with showers

1 RV dump station

1 Swim area

1 Boat ramp with dock

1 Playground

1 Bicycle trail

1 Entrance gate

1 Park Office (Camper Registration and Fee Collection)

9 Garbage cans, 32 gallons each

6 Refuse dumpsters, 1.5 cu yd each

6 Refuse dumpsters, 3.0 cu yd each

82 Domestic water hydrants

6 Drinking fountains

1 Public pay telephone booth

1 Pumphouse

3 Bulletin Boards

Average # of Visitors

29,464

Average # of Campers

6,021

For more information on Riley Creek refer to www.nws.usace.army.mil . This is the Seattle District web page. Go to Albeni Falls Dam under Recreation and select Recreation Areas once there. Select Riley Creek Recreation Area.

REQUIRED INSURANCE

The Contractor shall procure and maintain during the entire period of performance under this contract, if receiving an award, the following insurance:

A. Coverage complying with the state laws governing insurance requirements pertaining to Workman's Compensation and Employer's Liability Insurance.

B. Bodily Injury Liability Insurance with minimum limits of \$300,000.00 per occurrence shall be requires on the comprehensive form of the policy.

C. Automobile Bodily Injury and Property Damage liability with minimum limits of \$100,000.00 per person and \$300,000.00 per occurrence for bodily injury liability shall be required.

Prior to the commencement of work hereunder, the Contractor shall furnish to the Contracting Office Representative, a certificate or written statement confirming you have the above-required insurance. Policies evidencing required insurance shall remain in effect for the entire period of the contract. The Contractor is required to notify the Contracting Officer Representative in writing of any cancellation or material change in the policies adversely affecting the interest of the Government within 30 days of said cancellation or material change.

D. Business Services Bond for \$5000.00. This insurance is available through most insurance companies for an average cost of \$70.00 to \$100.00 per year.

Price History:

2004	Riley Creek Fee/Custodian	94.5 Days	\$12,285.00*
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* Does not include the 10 extra days (not normally used)

Riley Creek Fee/Custodian Park Attendant							2005						
MAY							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14	<u>5</u>	6	7	8	<u>9</u>	<u>10</u>	<u>11</u>
15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	21	<u>12</u>	<u>13</u>	14	15	16	<u>17</u>	<u>18</u>
22	23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	23	24	<u>25</u>
29	30	31					<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30		
15 work days							20 Work Days						

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	8	9
10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16
17	18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>
24	25	26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>
<u>31</u>						
20 Work Days						

Aug						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	9	10	11	<u>12</u>	<u>13</u>
<u>14</u>	<u>15</u>	<u>16</u>	17	18	19	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	25	26	27
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>			
19 Work Days						

Sep						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<u>1</u>	2	3
4	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	10
<u>11</u>	<u>12</u>	13	14	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u>	20	21	<u>22</u>	<u>23</u>	<u>24</u>
<u>25</u>	<u>26</u>	<u>27</u>	28	29	30	
18.5 Work Days						

Riley Creek Fee/Custodian Park Attendant

Start Date: May 9, 2005

End Date: Sept.27, 2005

Diagonal and shaded area
represents Fee/Custodian duties

1

Shaded area represents Custodial work day

1

Dotted and shaded represents Fee work day

1

Blocked area is half work day

1

Riley Creek Fee/Custodian Park Attendant							2006						
MAY							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					<u>1</u>	<u>2</u>	<u>3</u>
7	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	13	<u>4</u>	5	6	7	<u>8</u>	<u>9</u>	<u>10</u>
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	20	<u>11</u>	<u>12</u>	13	14	15	<u>16</u>	<u>17</u>
21	22	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>18</u>	<u>19</u>	<u>20</u>	21	22	23	<u>24</u>
28	29	30	<u>31</u>				<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	29	30	
16 work days							19 work days						

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	7	8
9	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	15
16	17	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>
23	24	25	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>
<u>30</u>	31	20 work days				

Aug						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	<u>3</u>	<u>4</u>	<u>5</u>
<u>6</u>	<u>7</u>	8	9	10	<u>11</u>	<u>12</u>
<u>13</u>	<u>14</u>	<u>15</u>	16	17	18	<u>19</u>
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24	25	26
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>		
20 work days						

Sep						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	9
<u>10</u>	<u>11</u>	12	13	<u>14</u>	<u>15</u>	<u>16</u>
<u>17</u>	<u>18</u>	19	20	<u>21</u>	<u>22</u>	<u>23</u>
<u>24</u>	<u>25</u>	<u>26</u>	27	28	29	30
17.5 Work Days						

Riley Creek Fee/Custodian Park Attendant

Start Date: May 8, 2006

End Date: Sep.26, 2006

Diagonal and shaded area represents
Fee/Custodian duties



Shaded area represents Custodial work day
Dotted and shaded represents Fee work day



Blocked area is half work day



Riley Creek Fee/Custodian Park Attendant							2007						
MAY							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5						<u>1</u>	<u>2</u>
6	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	12	<u>3</u>	4	5	6	<u>7</u>	<u>8</u>	<u>9</u>
13	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	19	<u>10</u>	<u>11</u>	12	13	14	<u>15</u>	<u>16</u>
20	21	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>17</u>	<u>18</u>	<u>19</u>	20	21	22	<u>23</u>
27	28	29	<u>30</u>	<u>31</u>			<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	28	29	30
17 work days							18 Work Days						

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	6	7
8	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	14
15	16	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>
22	23	24	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>
<u>29</u>	30	31				
20 Work Days						

Aug						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	<u>2</u>	<u>3</u>	<u>4</u>
<u>5</u>	<u>6</u>	7	8	9	<u>10</u>	<u>11</u>
<u>12</u>	<u>13</u>	<u>14</u>	15	16	17	<u>18</u>
<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	23	24	25
<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	31	
20 Work Days						

Sep						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	8
<u>9</u>	<u>10</u>	11	12	<u>13</u>	<u>14</u>	<u>15</u>
<u>16</u>	<u>17</u>	18	19	<u>20</u>	<u>21</u>	<u>22</u>
<u>23</u>	<u>24</u>	<u>25</u>	26	27	28	29
30						
17.5 work days						

Riley Creek Fee/Custodian Park Attendant

Start Date: May 7, 2007

End Date: Sep. 25, 2007

Diagonal and shaded area represents
Fee/Custodian duties

1

Shaded area represents Custodial work day

1

Dotted and shaded represents Fee
work day

1

Blocked area is half work day

1

ACCOUNTING AND APPROPRIATION DATA

AA: 96X31230000 082433 2520C83J5B000200 NA 96453
 COST 000000000000
 CODE:
 AMOUNT: \$13,325.00

CLAUSES INCORPORATED BY REFERENCE

52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2003
52.245-4	Government-Furnished Property (Short Form)	JUN 2003
252.204-7004 Alt A	Required Central Contractor Registration Alternate A	NOV 2003

CLAUSES INCORPORATED BY FULL TEXT

Successor Contracting Officers (52.201-4001)

The Contracting Officer who signed this contract is the primary Contracting Officer for the contract. Nevertheless, any Contracting Officer assigned to the Seattle District and acting within his/her authority may take formal action on this contract when a contract action needs to be taken and the primary Contracting Officer is unavailable.

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (OCT 2004)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (JUL 1995), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer) (U.S.C. 657a).

___ (4) (i) 52.219-5, Very Small Business Set-Aside (JUNE 2003) (Pub. L. 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994).

___ (ii) Alternate I (MAR 1999) to 52.219-5.

___ (iii) Alternate II to (JUNE 2003) 52.219-5.

___ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-6.

___ (iii) Alternate II (MAR 2004) of 52.219-6.

___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).

___ (ii) Alternate I (OCT 1995) of 52.219-7.

___ (iii) Alternate II (MAR 2004) of 52.219-7.

___ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

___ (8)(i) 52.219-9, Small Business Subcontracting Plan (JAN 2002) (15 U.S.C. 637(d)(4)).

___ (ii) Alternate I (OCT 2001) of 52.219-9

___ (iii) Alternate II (OCT 2001) of 52.219-9.

___ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

___ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (JUNE 2003) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

___ (ii) Alternate I (JUNE 2003) of 52.219-23.

XX (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

XX (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

XX (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).

XX (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

___ (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Jun 2004) (E.O. 13126).

___ (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

- ____ (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
- ____ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- ____ (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- ____ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212).
- ____ (21)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).
- ____ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).
- ____ (22) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).
- ____ (23)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (OCT 2004) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78).
- ____ (ii) Alternate I (JAN 2004) of 52.225-3.
- ____ (iii) Alternate II (JAN 2004) of 52.225-3.
- ____ (24) 52.225-5, Trade Agreements (OCT 2004) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- ____ (25) 52.225-13, Restrictions on Certain Foreign Purchases (OCT 2003) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).
- ____ (26) 52.225-15, Sanctioned European Union Country End Products (FEB 2000) (E.O. 12849).
- ____ (27) 52.225-16, Sanctioned European Union Country Services (FEB 2000) (E.O. 12849).
- ____ (28) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- ____ (29) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- ____ (30) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).
- ____ (31) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).
- ____ (32) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).
- ____ (33) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
- ____ (34)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631).
- ____ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

XX (1) 52.222-41, Service Contract Act of 1965, as Amended (MAY 1989) (41 U.S.C. 351, et seq.).

XX (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

XX (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreements (CBA) (May 1989) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 calendar days, within which the Contracting Officer may exercise the option).

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years (Base Year, plus 2 option years)

(End of clause)

52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond **FY2005**. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond **FY2005**, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://farsite.hill.af.mil>

<http://www.dtic.mil/dfars>

(End of clause)

SERVICE

WAGE DETERMINATION NO: 94-2159 REV (23) AREA: ID,STATEWIDE

WAGE DETERMINATION NO: 94-2159 REV (23) AREA: ID,STATEWIDE

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL

WASHINGTON D.C. 20210

William W.Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2159

Revision No.: 23

Date Of Last Revision: 05/27/2004

State: Idaho

Area: Idaho Statewide

***Fringe Benefits Required Follow the Occupational Listing**

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	9.28
01012 - Accounting Clerk II	10.72
01013 - Accounting Clerk III	12.07
01014 - Accounting Clerk IV	13.18
01030 - Court Reporter	18.73
01050 - Dispatcher, Motor Vehicle	15.46
01060 - Document Preparation Clerk	10.83
01070 - Messenger (Courier)	9.49
01090 - Duplicating Machine Operator	10.83
01110 - Film/Tape Librarian	10.47
01115 - General Clerk I	9.18
01116 - General Clerk II	10.33
01117 - General Clerk III	11.34
01118 - General Clerk IV	12.46
01120 - Housing Referral Assistant	12.98
01131 - Key Entry Operator I	10.43
01132 - Key Entry Operator II	11.43
01191 - Order Clerk I	9.96
01192 - Order Clerk II	10.93
01261 - Personnel Assistant (Employment) I	9.85
01262 - Personnel Assistant (Employment) II	10.94

01263 - Personnel Assistant (Employment) III	12.18
01264 - Personnel Assistant (Employment) IV	13.52
01270 - Production Control Clerk	16.64
01290 - Rental Clerk	10.03
01300 - Scheduler, Maintenance	10.54
01311 - Secretary I	10.54
01312 - Secretary II	12.18
01313 - Secretary III	12.98
01314 - Secretary IV	14.41
01315 - Secretary V	15.99
01320 - Service Order Dispatcher	14.27
01341 - Stenographer I	16.25
01342 - Stenographer II	18.06
01400 - Supply Technician	14.41
01420 - Survey Worker (Interviewer)	8.97
01460 - Switchboard Operator-Receptionist	9.75
01510 - Test Examiner	11.69
01520 - Test Proctor	11.69
01531 - Travel Clerk I	9.79
01532 - Travel Clerk II	10.27
01533 - Travel Clerk III	11.14
01611 - Word Processor I	11.67
01612 - Word Processor II	12.04
01613 - Word Processor III	12.78
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	9.70
03041 - Computer Operator I	10.19
03042 - Computer Operator II	13.12
03043 - Computer Operator III	15.33
03044 - Computer Operator IV	17.87
03045 - Computer Operator V	18.89
03071 - Computer Programmer I (3)	16.02
03072 - Computer Programmer II (3)	20.80
03073 - Computer Programmer III (3)	24.13
03074 - Computer Programmer IV (3)	27.62
03101 - Computer Systems Analyst I (3)	22.13
03102 - Computer Systems Analyst II (3)	25.82
03103 - Computer Systems Analyst III (3)	27.62
03160 - Peripheral Equipment Operator	11.17
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	15.72
05010 - Automotive Glass Installer	13.21
05040 - Automotive Worker	13.06
05070 - Electrician, Automotive	13.39
05100 - Mobile Equipment Servicer	10.67
05130 - Motor Equipment Metal Mechanic	14.69
05160 - Motor Equipment Metal Worker	13.06
05190 - Motor Vehicle Mechanic	14.69
05220 - Motor Vehicle Mechanic Helper	10.67
05250 - Motor Vehicle Upholstery Worker	12.34
05280 - Motor Vehicle Wrecker	13.06
05310 - Painter, Automotive	13.95
05340 - Radiator Repair Specialist	14.17
05370 - Tire Repairer	10.02
05400 - Transmission Repair Specialist	14.69
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	7.95
07010 - Baker	10.33
07041 - Cook I	7.80
07042 - Cook II	9.05

07070 - Dishwasher	7.20
07130 - Meat Cutter	12.63
07250 - Waiter/Waitress	7.64
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	12.32
09040 - Furniture Handler	10.87
09070 - Furniture Refinisher	12.32
09100 - Furniture Refinisher Helper	10.87
09110 - Furniture Repairer, Minor	10.90
09130 - Upholsterer	12.32
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	7.89
11060 - Elevator Operator	8.46
11090 - Gardener	11.27
11121 - House Keeping Aid I	7.96
11122 - House Keeping Aid II	8.48
11150 - Janitor	8.81
11210 - Laborer, Grounds Maintenance	9.54
11240 - Maid or Houseman	7.46
11270 - Pest Controller	12.50
11300 - Refuse Collector	12.20
11330 - Tractor Operator	12.53
11360 - Window Cleaner	9.29
12000 - Health Occupations	
12020 - Dental Assistant	12.92
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	11.94
12071 - Licensed Practical Nurse I	11.40
12072 - Licensed Practical Nurse II	12.77
12073 - Licensed Practical Nurse III	14.29
12100 - Medical Assistant	10.86
12130 - Medical Laboratory Technician	15.05
12160 - Medical Record Clerk	11.24
12190 - Medical Record Technician	13.54
12221 - Nursing Assistant I	8.73
12222 - Nursing Assistant II	9.82
12223 - Nursing Assistant III	10.71
12224 - Nursing Assistant IV	12.01
12250 - Pharmacy Technician	12.19
12280 - Phlebotomist	12.94
12311 - Registered Nurse I	19.43
12312 - Registered Nurse II	22.14
12313 - Registered Nurse II, Specialist	22.14
12314 - Registered Nurse III	26.37
12315 - Registered Nurse III, Anesthetist	47.38
12316 - Registered Nurse IV	29.53
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	17.79
13011 - Exhibits Specialist I	12.41
13012 - Exhibits Specialist II	15.85
13013 - Exhibits Specialist III	18.81
13041 - Illustrator I	12.41
13042 - Illustrator II	15.38
13043 - Illustrator III	18.81
13047 - Librarian	17.05
13050 - Library Technician	10.47
13071 - Photographer I	11.51
13072 - Photographer II	14.71
13073 - Photographer III	16.49
13074 - Photographer IV	20.27
13075 - Photographer V	24.92

15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.12
15030 - Counter Attendant	7.12
15040 - Dry Cleaner	8.36
15070 - Finisher, Flatwork, Machine	7.12
15090 - Presser, Hand	7.12
15100 - Presser, Machine, Drycleaning	7.12
15130 - Presser, Machine, Shirts	7.12
15160 - Presser, Machine, Wearing Apparel, Laundry	7.12
15190 - Sewing Machine Operator	8.90
15220 - Tailor	9.48
15250 - Washer, Machine	7.46
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	12.32
19040 - Tool and Die Maker	18.45
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	14.10
21020 - Material Coordinator	16.64
21030 - Material Expediter	16.64
21040 - Material Handling Laborer	10.54
21050 - Order Filler	10.95
21071 - Forklift Operator	11.89
21080 - Production Line Worker (Food Processing)	11.89
21100 - Shipping/Receiving Clerk	10.86
21130 - Shipping Packer	11.55
21140 - Store Worker I	9.04
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	12.55
21210 - Tools and Parts Attendant	11.89
21400 - Warehouse Specialist	11.89
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	18.70
23040 - Aircraft Mechanic Helper	12.63
23050 - Aircraft Quality Control Inspector	20.14
23060 - Aircraft Servicer	15.40
23070 - Aircraft Worker	16.30
23100 - Appliance Mechanic	13.55
23120 - Bicycle Repairer	9.30
23125 - Cable Splicer	19.84
23130 - Carpenter, Maintenance	13.76
23140 - Carpet Layer	14.70
23160 - Electrician, Maintenance	18.82
23181 - Electronics Technician, Maintenance I	16.76
23182 - Electronics Technician, Maintenance II	22.00
23183 - Electronics Technician, Maintenance III	26.06
23260 - Fabric Worker	14.67
23290 - Fire Alarm System Mechanic	15.70
23310 - Fire Extinguisher Repairer	13.58
23340 - Fuel Distribution System Mechanic	17.27
23370 - General Maintenance Worker	14.03
23400 - Heating, Refrigeration and Air Conditioning Mechanic	16.05
23430 - Heavy Equipment Mechanic	15.97
23440 - Heavy Equipment Operator	15.90
23460 - Instrument Mechanic	17.86
23470 - Laborer	10.54
23500 - Locksmith	15.90
23530 - Machinery Maintenance Mechanic	17.55
23550 - Machinist, Maintenance	14.92
23580 - Maintenance Trades Helper	10.91
23640 - Millwright	18.99
23700 - Office Appliance Repairer	16.60

23740 - Painter, Aircraft	14.91
23760 - Painter, Maintenance	14.60
23790 - Pipefitter, Maintenance	21.17
23800 - Plumber, Maintenance	19.04
23820 - Pneudraulic Systems Mechanic	17.27
23850 - Rigger	17.55
23870 - Scale Mechanic	15.36
23890 - Sheet-Metal Worker, Maintenance	15.39
23910 - Small Engine Mechanic	11.80
23930 - Telecommunication Mechanic I	17.78
23931 - Telecommunication Mechanic II	20.32
23950 - Telephone Lineman	17.78
23960 - Welder, Combination, Maintenance	13.96
23965 - Well Driller	18.05
23970 - Woodcraft Worker	17.55
23980 - Woodworker	12.48
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	7.62
24580 - Child Care Center Clerk	11.91
24600 - Chore Aid	7.71
24630 - Homemaker	8.08
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	17.07
25040 - Sewage Plant Operator	14.90
25070 - Stationary Engineer	17.07
25190 - Ventilation Equipment Tender	12.63
25210 - Water Treatment Plant Operator	14.90
27000 - Protective Service Occupations	
(not set) - Police Officer	21.40
27004 - Alarm Monitor	12.39
27006 - Corrections Officer	18.00
27010 - Court Security Officer	19.14
27040 - Detention Officer	18.00
27070 - Firefighter	18.02
27101 - Guard I	9.84
27102 - Guard II	13.71
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	14.93
28020 - Hatch Tender	14.93
28030 - Line Handler	14.93
28040 - Stevedore I	13.53
28050 - Stevedore II	16.28
29000 - Technical Occupations	
21150 - Graphic Artist	15.76
29010 - Air Traffic Control Specialist, Center (1)	29.93
29011 - Air Traffic Control Specialist, Station (1)	20.63
29012 - Air Traffic Control Specialist, Terminal (1)	22.72
29023 - Archeological Technician I	14.07
29024 - Archeological Technician II	15.74
29025 - Archeological Technician III	19.51
29030 - Cartographic Technician	16.29
29035 - Computer Based Training (CBT) Specialist/ Instructor	20.12
29040 - Civil Engineering Technician	16.74
29061 - Drafter I	14.94
29062 - Drafter II	16.26
29063 - Drafter III	20.76
29064 - Drafter IV	23.22
29081 - Engineering Technician I	13.25
29082 - Engineering Technician II	14.44
29083 - Engineering Technician III	18.43

29084 - Engineering Technician IV	20.66
29085 - Engineering Technician V	24.25
29086 - Engineering Technician VI	25.57
29090 - Environmental Technician	21.18
29100 - Flight Simulator/Instructor (Pilot)	23.00
29160 - Instructor	20.84
29210 - Laboratory Technician	15.80
29240 - Mathematical Technician	22.25
29361 - Paralegal/Legal Assistant I	13.30
29362 - Paralegal/Legal Assistant II	15.58
29363 - Paralegal/Legal Assistant III	18.09
29364 - Paralegal/Legal Assistant IV	23.05
29390 - Photooptics Technician	23.22
29480 - Technical Writer	21.81
29491 - Unexploded Ordnance (UXO) Technician I	19.02
29492 - Unexploded Ordnance (UXO) Technician II	23.01
29493 - Unexploded Ordnance (UXO) Technician III	27.58
29494 - Unexploded (UXO) Safety Escort	19.02
29495 - Unexploded (UXO) Sweep Personnel	19.02
29620 - Weather Observer, Senior (2)	19.81
29621 - Weather Observer, Combined Upper Air and Surface Programs (2)	16.21
29622 - Weather Observer, Upper Air (2)	16.21
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	11.22
31260 - Parking and Lot Attendant	7.62
31290 - Shuttle Bus Driver	10.96
31300 - Taxi Driver	8.54
31361 - Truckdriver, Light Truck	11.47
31362 - Truckdriver, Medium Truck	12.56
31363 - Truckdriver, Heavy Truck	14.84
31364 - Truckdriver, Tractor-Trailer	14.84
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	8.63
99030 - Cashier	7.81
99041 - Carnival Equipment Operator	8.84
99042 - Carnival Equipment Repairer	10.68
99043 - Carnival Worker	7.49
99050 - Desk Clerk	7.62
99095 - Embalmer	19.02
99300 - Lifeguard	9.99
99310 - Mortician	22.81
99350 - Park Attendant (Aide)	12.55
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.99
99500 - Recreation Specialist	11.95
99510 - Recycling Worker	12.37
99610 - Sales Clerk	10.03
99620 - School Crossing Guard (Crosswalk Attendant)	9.96
99630 - Sport Official	9.99
99658 - Survey Party Chief (Chief of Party)	16.62
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	15.11
99660 - Surveying Aide	11.26
99690 - Swimming Pool Operator	11.70
99720 - Vending Machine Attendant	10.47
99730 - Vending Machine Repairer	13.46
99740 - Vending Machine Repairer Helper	10.12

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service

includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

3) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

1) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

2) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do

not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** NOTES APPLYING TO THIS WAGE DETERMINATION **

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

